Federal Supply Service
Authorized Federal Supply Service Pricelist
Office, Imaging and Document Solutions

Federal Supply Schedule MAS

Contract No. GS-25F-0009P

Contract Period:
October 29, 2018 through October 28, 2023

Current through:

Contract Extension Modification PO-0052, effective October 29, 2018

600 Wilshire Blvd.
Suite 1600
Los Angeles, CA 90017

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-drive database system. The INTERNET address for GSA Advantage! Is: http://www.gsa.gov

October 29, 2018

Office, Imaging and Document Solutions

Federal Supply Schedule
MAS

SIN 493110RM	Physical Records Management
SIN 518210ERM	Electronic Records Management
SIN 518210DC	Document Conversion
SIN 541611LIT	Litigation Support Services
SIN 541611O	Needs Assessment & Analysis Services
SIN 561499N	Network Connectivity Support Services
SIN 611710	Educational Support Services
SIN OLM	Order Level Materials

CONTRACT NUMBER: GS-25F- 0009P

CONTRACT PERIOD: Oct. 29, 2018 through Oct. 28, 2023

FRONTEO Government Services, Inc.
600 Wilshire Blvd., Suite 1600
Los Angeles, CA 90017

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Company Overview

FRONTEO Government Services, Inc. (formerly TechLaw Inc.) was established in 1983 as a nationwide professional services firm offering environmental consulting and information management services, including litigation support services to the government regulatory and commercial legal communities. In 2009, the corporation changed its name to TechLaw Holdings, Inc. and split off three wholly owned subsidiaries. The information management, litigation support, and electronic discovery work went to TechLaw Solutions (now FRONTEO Government Services).

FRONTEO Government Services is a large business. We have experience gleaned in the conduct of hundreds of information management projects under various government contracts. Those projects have included developing systems and providing services to establish document management databases, tracking systems, cost recovery databases, and electronic document management systems, including hosted (web or network based) document repositories.

The use of technology to support legal processes, including litigation, electronic discovery, document management, case management, and records management, is a defining characteristic of FRONTEO Government Services. FRONTEO Government Services has developed unique capabilities (based on internally developed and maintained production software) in its Document Processing Centers, using state-of-the-art electronic discovery and document scanning technologies , to perform on-line review of electronic and paper documents (including email); construct full-text and image enabled databases; convert scanned images to text using OCR technology; filter and index the resulting electronic text to allow full-text retrieval in the client's preferred software for large and small cases. This innovative approach involves a mix of electronic processing and hard copy services that enables cost-effective and quick access to information, and guarantees the integrity and organization of the resulting data. FRONTEO has developed such data for use on the client's preferred hardware and software, including many popular off-the-shelf software packages (e.g., Relativity, CaseLogistix, Venio, Equivio, iConect, Ringtail, Oracle, Access, FoxPro, Hummingbird/PCDOCs, Summation, Concordance and others). We continually add new and innovative products and services. Examples include, early case assessment (ECA) powered by Venio to reduce the size of data sets to be reviewed and provide email analytics to reduce risk and reduce the expense of review; powerful near duplicate document detection as a service powered by Equivio to group near duplicate documents for fast consistent end user review; document relevancy ranking powered by Equivio Relevance which permits end-users to find and rank the most relevant documents in a large collection easily and cost effectively; and a new hosted repository powered by Relativity which incorporates sophisticated concept search capabilities.

We offer our software tools to government entities as well permitting them to employ these same services in a secure environment behind their fire wall.

FRONTEO Government Services' headquarters, is located in the Los Angeles area. For additional information, please visit FRONTEO Government Services' web site (www.FRONTEO.com).

FRONTEO Government Services, Inc.
GS-25-0009P

I. Order Information

FRONTEO Government Services Contracts Administrator Point of Contact

Robert Heath
Administrative Coordinator
(303) 586-4927 (Direct)

Robert.Heath@TechlawConsultants.com

1. Special Item Numbers (SINs) Awarded

SIN 493110RM	Physical Records Management
SIN 518210ERM	Electronic Records Management
SIN 518210DC	Document Conversion Services
SIN 541611LIT	Litigation Support Services
SIN 541611O	Needs Assessment & Analysis Services
SIN 561499N	Network Connectivity Support Services
SIN 611710	Education and Training Services
SIN OLM	Order Level Materials

2. Maximum Order

$1,000,000.00 for all SINs

3. Minimum Order

$100.00

4. Geographic Coverage

FOB destination within 48 Contiguous States and the District of Columbia, Alaska, Hawaii and Puerto Rico

5. Point(s) of Production

Not applicable

6. Discount from list prices

All prices shown herein are net Government prices unless otherwise indicated.

7. Quantity Discounts

None

8.   Prompt Payment Terms

Net 30 days.

9.a.   Notification that Government purchase cards are accepted at or below the micropurchase threshold.

FRONTEO accepts the Government purchase card for orders at or below the micropurchase threshold.

9.b.   Notification whether the Government purchase cards are accepted or not accepted above the micropurchase threshold.

FRONTEO accepts the Government purchase card for orders above the micropurchase threshold.

10.   Foreign Items

None.

11.   a. Time of Delivery   Specified in negotiated
       b. Expedited Delivery   delivery/task orders (for a – d)
       c. Overnight and 2nd day delivery
       d. Urgent Requirements

12.   F.O.B. point(s)

F.O.B. destination for geographic scope of this contract – 48 contiguous states and the District of Columbia.

13.a.   Ordering Address
FRONTEO Government Services, Inc.
600 Wilshire Blvd., Suite 1600
Los Angeles, CA 90017
www.fronteo.com/usa

13.b.   Ordering Procedures
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample Basic Ordering Agreement (BOA) can be found at http://www.fss.gsa.gov/schedules

14.a.   Payment Address

FRONTEO Government Services, Inc.
600 Wilshire Blvd., Suite 1600
Los Angeles, CA 90017

14.b.   Electronic Funds Transfer

UnionBank
ABA RN 122000496
Operating A/C: 3500000707

15.   Warranty provision

As stipulated by inspection and acceptance requirements of individual delivery/task orders.

16.   Export packing charges

Not applicable

17.   Terms and conditions of Government purchase card acceptance

Not applicable.

18 – 24. a. and b.

Not applicable

25.   Data Universal Number System (DUNS) Number

62-362-4751

26.   Notification regarding registration in System for Award Management (SAM).

FRONTEO is registered in the System for Award Management (SAM) database.

27.   Cage Code

4FLC6

28.   Business Size

Large

FRONTEO Government Services, Inc.
GS-25-0009P

II.   Special Item Numbers (SINs) Awarded

611710—Educational and Training Support Services

FRONTEO's education and training support services focus on support of Electronic Discovery Services products.

FRONTEO offers education and training services related to Relativity to provide the customer with operational knowledge of Relativity. Relativity training is offered under SIN 541611LIT.

518210DC—Document Conversion Services

FRONTEO's document conversion services include:

Document Preparation

Documents have the broad meaning defined in Rule 34 (Production of Documents) of the Federal Rules of Civil Procedure, www.dcd.uscourts.gov/frcp.htm#rule34 and include all types of media. Document Preparation includes, but is not limited to, numbering, marking, hole punching, stapling and staple removal, binding, retrieving, assembly, and re-filing the documents in accordance with the Government's original submission to FRONTEO or pursuant to the Government's instructions to FRONTEO. It may also include the provision of binders, tabs, dividers, and other supplies as necessary. It may include pickup and delivery. FRONTEO maintains detailed logs and associated document controls. FRONTEO has implemented and maintains a system for identifying and marking documents that will be used for information or evidence in legal matters. A Bates numbering or bar code system may be employed to generate and attach unique identifying numbers to all documents. In addition, Phrase Labeling may be utilized which will indicate at a minimum a document's source; file owner, production request information, and other needed information. Phrase labels must be accurate, contain the information specified, and be legible on all copies.

Database Development

FRONTEO uses databases to store information in legal matters. The databases shall include (1) full-text databases; (2) databases composed of coded and formatted data; and (3) databases consisting of graphic images of a variety of document types. FRONTEO can convert deposition and trial transcripts, interrogatories, interrogatory responses, briefs and other documents for full-text searching and storage on CD-ROM, compatible with the customer agency's software. Data and database structures used by FRONTEO are compatible with industry standard databases used by the government.

Document Reproduction

FRONTEO offers high-volume reproduction services of documents at the FRONTEO facility or at a site otherwise specified by the ordering agency. FRONTEO provides facilities, equipment, labor, and supplies for performing this task. FRONTEO maintains a high level of quality control to assure that each page is reproduced so that every line and character on the original page appears on the reproduced page and is clearly legible. If required, FRONTEO can produce reproductions of documents on other media, i.e., diskette, tape, poster board, CD, and microfilm

compatible with the ordering agency's software. FRONTEO can process a wide-range of varying sized documents such as charts, engineering drawings, blueprints, and photographs. FRONTEO's services include color copying of documents that are in color. In cases where special copying techniques (i.e., source documents, charts, or drawings) are required, FRONTEO can preserve grey tones. FRONTEO can image and/or scan materials in accordance with priorities set by the ordering agency. All documents are provided on compact discs (CD) to be viewed and/or printed from any workstation used by the ordering agency. The electronic files shall be marked and indexed for search purposes and made available on CD.

Security

FRONTEO requires all personnel with access to confidential, proprietary, protected or sensitive materials to sign non-disclosure agreements. FRONTEO has also implemented strict controls on access to client data and access to the FRONTEO conversion facilities.

541611LIT—Litigation Support and Electronic Discovery Services

FRONTEO's litigation support services encompass a wide range of professional and nonprofessional services and products (including Relativity software) that help attorneys acquire, organize, develop, and present evidence throughout the course of litigation. These services include but are not limited to document acquisition, document preparation and organization, photocopying, scanning and Optical Character Recognition (OCR), coding, database creation and development, electronic data acquisition and production, data extraction from forensic images, document analysis, software and systems support, and technical support and project management. These services are used to aid attorneys and other Professional staff members in the tasks of obtaining, organizing, analyzing and presenting evidence or materials for legal matters not limited to: Freedom of Information Act (FOIA) requests, trials, judgments, lawsuits, Congressional subpoenas, or settlements. Through these services, litigation materials are effectively organized to enable rapid location, analysis, and production as needed. The types of litigation support services include, but are not limited to the following:

Electronic Discovery Reference Model (EDRM)[1] Services

A framework for performing electronic document discovery for legal matters will include a system of engagement, collection, processing, production, presentation and management of information, as required by the agency.

a. **Engagement** –- The ability to receive requests that need to be responded to by the agency or component, identify potential sources of relevant information and provide data entry support. The contractor must have the ability to log and track the requests according to the agency or component that should respond and determine which requests to re-direct to other agencies or components. The ability to identify the appropriate scope of the project within the agency or component, search prior responses to determine whether similar requests have already been processed, and determine the offices or programs to involve in response to the request.

b. **Collection** –- The ability to provide general consulting services regarding mapping systems to determine best approaches for locating electronically stored information (ESI)

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[1] The framework used herein references content from "EDRM (edrm.net)." The comprehensive "EDRM" process is found at the www.edrm.net.

and establish an overall plan for responding to requests for agency information requiring an electronic discovery process. ESI and its associated metadata should be collected in a manner that is legally defensible, efficient, auditable, and targeted.

c. **Processing** –- The ability to process information in an electronic discovery project to reasonably select information pertinent to the request for review by the agency. The information management system used for electronic discovery should adhere to strict process auditing, quality control, analysis and validation and chain of custody considerations. The contractor's information management system must provide the ability to capture, locate, convert, extract text and certain metadata fields, and convert the files into searchable static images from standard electronic documents (word processing files, e-mail, presentations, spreadsheets, photos) to facilitate document numbering, authentication, search, review and redaction. The contractor's information management system must have the ability to review and redact static images, review the native files, as well as track the basis upon which any redaction is made (privilege, Privacy Act, state secret, etc.). Redactions must be "burned in" the image such that the redacted information cannot be accessed by any means. FRONTEO's processing system provides the following functionalities for processing ESI:

- **Search**. The ability to accurately, timely and efficiently search agency provided repositories for potentially responsive information (hard copy and electronic documents). Sources of potentially responsive electronic documents would include e-mail systems, individual user laptops and desktops (hard drives), network shares, databases, intranets, messaging systems, PDAs, removable media (CDs, thumb drives, etc)and other sources to include video, voicemail, audio and picture images (JPEG, TIIF, BMP, JPEG, HTML, etc.).

- **Capture**. The ability to capture standard file types of electronic documents (word processing, spreadsheets, presentations, e-mail messages, photos, etc.) in the format in which they exist on the system and covert them in a manner that captures associated metadata. Such capture shall include the ability to export captured electronic documents to a searchable, persistent format (e.g., PDF with extracted and hidden text, Group IV TIFF with extracted and hidden text, etc.) Non-standard file types should be captured in a "readily usable" or "reasonably accessible" format.

- **Converting**. The ability to ingest standard electronic file types (word processing files, e-mails, presentations, spreadsheets, photos, etc.), extract the text and certain metadata fields, and convert the files into searchable static images.

- **Filtering/Culling**. The ability to apply search criteria (date, file type, user domain, and other filtering and culling criteria) to searches conducted for electronic information.

- **Tracking**. The ability to track sources searched, as well as search technologies and criteria used to locate responsive information.

- **Reporting**. The ability to generate reports describing what sources were searched, how responsive information was located, who was involved in the search, and what responsive information was found.

- **De-duplication**. The ability to use hash values, pixel counts or other unique identifiers to remove duplicate electronic files from the document collection prior to converting the electronic files to a static image.

- **Threading**. The ability to thread e-mail messages together prior to converting the electronic file to a static image so the entire e-mail chain can be grouped together for review, searching and production.

- **Parent/child relationships**. The ability to retain parent-child relationships between e-mails and their attachments prior to converting the e-mail message to a static image for review and production.

- **Computer searches for privileged materials**. The ability to use computer searches to locate potentially privileged and deliberative communications, attorney work product materials, or information protected from disclosure under the Privacy Act and similar laws prior to converting the electronic file to a static image for review and production.

- **Extraction of metadata**. The ability to extract certain metadata fields according to file type prior to converting the electronic file to a static image for review and production. The ability to link metadata or the native file to a static image, if requested.

- **Audit Log**. The ability to retain audit logs after converting the electronic file to a static image so that the original source of the electronic information and other information needed to authenticate the document is available and associated with the static image.

- **Numbering and Serialization**. The ability to number (single page unitization) and serialize a collection of documents (unique identifier that associates with the request) by Bates number or similar label "burned into" the static images to facilitate tracking.

- **Security**. The ability to confirm compliance and compatibility with all standing government regulations for data encryption, transfer, privacy, security, patching, destruction, spillage and access.

d. **Production** –- FRONTEO's process provides the ability to present information in various forms, provide reports upon agency request and have the ability to produce information for posting on agency websites.

- Information for web posting is provided in a "508 compliant" manner. Unless otherwise directed, all information provided to be posted on agency websites is redacted with images "burned in" so that information cannot be accessed by any means.

- Reporting includes, reports on holdings, accessions, disposals, records eligible for disposal, transfers in, transfers out, reference, re-files, and photocopying.

e. **Presentation** –- FRONTEO's process can provide information, reports, native files, load files (Summation, Concordance or other) and static images with "burned in" redactions to requestors in hard copy and in electronic documents on portable media (CD, DVD, etc.), hard drives, email and/or web-hosted solution. Encryption of portable media may be provided as well as secure access to a web repository. This includes the ability to manage documents, images audio/visual content prepared for presentation in courtroom settings or similar venues (mediation/arbitration).

f. **Management** –- The FRONTEO process securely stores and provides access to all generated and transferred electronic documents.

- **Storage**. The ability to securely capture, transfer, and store government data in a manner that confirms chain-of-custody, integrity, and authenticity. Government data requires protocols that mandate oversight, qualified personnel, and exclusively domestic custody and storage.

- **Hosting**. The ability to provide secure, managed access to government data in an auditable, reliable, on-demand capacity. Hosted data may be managed internally on government equipment or externally on qualified vendor resources.

- **Security**. The ability to confirm compliance and compatibility with all standing government regulations for data encryption, transfer, privacy, security, patching and access.

- **Change of Control**. The ability to rapidly reassign control of government data in a manner that confirms transfer in non-proprietary, usable formats as defined by government regulations and prevailing industry standards. The ability to confirm the complete extraction and removal of all government data from vendor resources.

561499N—Network Connectivity Support Services

FRONTEO's network connectivity support services includes all services that allow users to communicate with customers both internally and externally across shared networks so they can search, view, access and print documents right form their desktop.

Technical Approach

A Detailed System Design (DSD) Report will be created based on client requirements and become the blueprint for the system implementation and will provide base documentation of the planned architecture and design of the network system and the resulting system roll-out. It is anticipated that some changes will be made to the system throughout the implementation. Changes will be subject to approval by the client and incorporated into the DSD. At the completion of the project, FRONTEO will provide final system documentation, setting forth the finalized system design. The DSD process is the primary event which determines the level of

installation, application integration, training, conversion, and customization effort required by the client and FRONTEO to successfully implement the system.

The implementation of the new system will often require introducing new hardware, while using much of the equipment currently in place. The majority of all new hardware and software components for the new network will be installed and integrated at a FRONTEO office. This will allow FRONTEO personnel to work in our network lab environment which is specifically designed to enable efficient network integration.

The new network design often includes the re-deployment of several components from the current network. Some of these components, however, will not be available during the initial system build because they are an integral part of the current network and cannot be removed until their function is replaced by a newer component. In this case, FRONTEO will make hardware recommendations to the client, which may be replacing equipment in use.

III. Pricing Schedules

**A. Document Conversion Services (SIN 518210DC)
Litigation Support Services (SIN 541611LIT)**

B. Network Connectivity (SIN 561499N)

A. Document Conversion Services (SIN 518210DC) Litigation Support Services (SIN 541611LIT)

1. FRONTEO Government Services Basic Document Coding Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA* price
Document Coding Services				
518210DC; 541611LIT	Yes	**TL-DCP0002**	Data Load File - This load fee is charged for each deliverable for coded data to be loaded into a supported software package. It includes manager review of the deliverable and any required data indexing.	$46.35
518210DC; 541611LIT	Yes	**TL-DCP0003**	Bibliographic Coding - Per document coding prices includes a design meeting (exclusive of any travel costs and ODCs), project management, internal logging & control of documents, coding and quality control checking of all fields (See representative design described below). Includes 1 level of unitization..	$1.078
518210DC; 541611LIT	Yes	**TL-DCP0003A**	Bibliographic Coding OFF SHORE – Basic Field Coding Per document coding (with tiered QC). See design and notes following.	$0.746
518210DC; 541611LIT	Yes	**TL-DCP0003B**	Additional QC per document (100% QC of all coding)	$0.191
518210DC; 541611LIT	Yes	**TL-DCP0003C**	Document Near Duplicate Detection per document	$0.068

Representative Coding Design

Coding Field	Description
Image Start/End	Identifies the start and end image address of each document.
Title	Describes the title (if any) on a document. The title may be a "re" or "subject" line, the name of a report or map, etc.
Document Type	Describes the format of the document. Examples include Letter, Memo, Report or Chart. A single entry is chosen from a pick list of up to 15.
Date	Identifies the creation data (if any is evident) of a document.
Author	Identifies all personal and organization name Authors found in a document (if any).
Addressee	Identifies the persons and organizations that are communicated to directly that are found in a document.
Copyee	Identifies all personal and organization names identified as having received a copy of a document.

1. This pricing includes weekly reporting of project statistics (e.g., number of pages scanned & QCed, number of documents coded, number of images OCRed).

2. The base per document price assumes the purchase of one Database Design. ODCs (shipping, long distance, etc) will be billed at cost plus 15%.

*Prices include the 0.75% Industrial Funding Fee

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2. FRONTEO Government Services Optional Document Coding Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA* price
Optional Coding Fields - per page and document pricing provided below apply to all documents processed for each option selected.			
518210DC; 541611LIT	Yes	**TL-DCP0004**	Mentioned Names and Organizations - Identifies all personal and organization names in the title and text of a document (per page).	$0.211
518210DC; 541611LIT	Yes	**TL-DCP0005**	Created or Enhanced Titles - Provides a created title if there is none, and an enhanced title if the original title is inadequately descriptive (per document).	n/c
518210DC; 541611LIT	Yes	**TL-DCP0006**	Estimated Date - Provides an estimated date if the document does not have a creation date (per document).	n/c
518210DC; 541611LIT	Yes	**TL-DCP0007**	Attachment Field - Identifies logical adjacent attachments based on a reference to the attachment in the parent document (per document).	n/c
518210DC; 541611LIT	Yes	**TL-DCP0008**	Bates Number Reference Capture (Linking) - Captures the bates number on each page. The bates number is then used to populate a Start and End Bates Number field (per page).	$0.019
518210DC; 541611LIT	Yes	**TL-DCP0009**	Additional Addressee and Copyee Entries - Addressee and Copyee entries in excess of a project wide average of 5 per document will be billed at $.048 per entry (per entry – Note 9).	n/c
518210DC; 541611LIT	Yes	**TL-DCP0010**	Document Unitization from Image (per page)	$0.047
518210DC; 541611LIT	Yes	**TL-DCP0010A**	Document Unitization from hard copy (per page)	$0.047
518210DC; 541611LIT	Yes	**TL-DCP0011**	Document Unitization from Image with attachments (per page)	$0.057
518210DC; 541611LIT	Yes	**TL-DCP0011A**	Document Unitization from had copy with attachments (per page)	$0.047
518210DC; 541611LIT	Yes	**TL-DCP0012A**	Mark Sense Recognition per form (0-50K forms)	$0.287
518210DC; 541611LIT	Yes	**TL-DCP0012B**	Mark Sense Recognition per form (50K – 250K forms)	$0.262
518210DC; 541611LIT	Yes	**TL-DCP0012C**	Mark Sense Recognition per form (250K+ forms)	$0.252
518210DC; 541611LIT	Yes	**TL-DCP0012D**	Mark Sense Recognition per form (capture doc breaks only during scan, plus scan price)	$0.028
518210DC; 541611LIT	Yes	**TL-DCP0013**	Mark Sense Form Printing (per form)	$0.027
518210DC; 541611LIT	Yes	**TL-DCP0015**	Mark Sense Setup Fee	$239.28
518210DC; 541611LIT	Yes	**IDDF-0001**	Interim Database Deliverable Fee (Note 15)	$46.35

Document Coding Pricing Assumptions

1. *Documents will be processed over a mutually agreeable time frame*
2. *FRONTEO Government Services will unitize documents according to client approved FRONTEO unitization rules.*
3. *Attachments will be coded as separate documents.*
4. *If a Title is to be created or enhanced, approximately 15% of the titles will require creation and 15% enhancement. Created or enhanced titles will be coded from a review of the first paragraph of the document's text.*
5. *If a Date is to be estimated, an attempt to estimate the date will be made from data found within the document.*
6. *For Bates Number coding, a single number will be captured from each page through an image linking process. This number will be sequential with few gaps, and it will be assigned by the client in advance of processing.*
7. *The client will provide approved organization and document type codes.*
8. *Personal and organization names will not be linked or assumed. Personal or organizational titles will not be coded.*

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Document Coding Pricing Assumptions – continued

9. *Price is for Addressee and Copyee entries in excess of a project wide average of 5 per document*
10. *Pricing includes a weekly reporting of project statistics.*
11. *ODCs (shipping, long distance, etc) will be billed at cost plus 15%.*
12. *Discounts may be negotiated, case by case, for contracts covering multiple projects (also known as a preferred vendor agreements) or for contracts*
13. *Assumes one prefix per folder, sequential within a folder, and less than 10 (each) gaps, suffixes, unnumbered pages and duplicates per box or hourly linking fees of $35/hour will apply.*
14. *Includes tiered QC wherein 100% QC is performed on new coder batches until we are satisfied the coders fully understand and are properly applying the coding rules to the document population. We then continue to QC all coded work product by inspecting every coded batch using a tiered approach that is customized to the project and individual requirements to ensure that the requisite quality is continually achieved*
15. *The first deliverable is provided at no charge. Second and subsequent deliverables are charged.*

* Prices include 0.75% Industrial Funding Fee

FRONTEO Government Services, Inc.
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3. FRONTEO Government Services Basic Document Conversion Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA Price* Vol. Range 1	GSA Price* Vol. Range 2	GSA Price* Vol. Range 3

*Volume Range 1 – 1 to 250,000 pages

*Volume Range 2 – 250,001 to 500,000 pages

*Volume Range 3 – 500,001 pages and above

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA Price* Vol. Range 1	GSA Price* Vol. Range 2	GSA Price* Vol. Range 3
TIF Image Conversion						
518210DC; 541611LIT	Yes	**TL-DS0001A**	**Scan Level 3** - Prep and Reassembly, and one level physical binding (Note 4)	$0.162	$0.153	$0.143
518210DC; 541611LIT	Yes	**TL-DS0004A**	**Scan Level 2** - Prep and Reassembly, and one level physical binding (Note 4)	$0.105	$0.105	$0.096
518210DC; 541611LIT	Yes	**TL-DS0005**	**Scan Level 1** - no prep or reassembly (Note 4)	$0.096	$0.086	$0.077
518210DC; 541611LIT	Yes	**TL-DS0007**	**OCR Processing**	$0.028	$0.028	$0.023
518210DC; 541611LIT	Yes	**TL-DS0009**	**Additional QC –** 100% scan review by a second operation	$0.057	$0.057	$0.057
518210DC; 541611LIT	Yes	**TL-DS0010**	**Glasswork surcharge**	$0.047	$0.047	$0.047
PDF Image Conversion (subject to image file format conversion setup fee)						
518210DC; 541611LIT	Yes	**PDF-0001**	**PDF convert from TIF** (Image Only format). If from paper, price is the same as scanning prices.	$0.009	$0.009	$0.009
518210DC; 541611LIT	Yes	**PDF-0002**	**PDF (image + text) convert from TIF.** If from paper, price is scanning price plus OCR above.	$0.038	$0.038	$0.0334

*Prices include 0.75% Industrial Funding Fee.

4.   FRONTEO Government Services Additional Document Conversion Services

SIN #	Yr 2000 Compliant	Manufacturer Model No.	Product Description	GSA price* Vol. Range 1	GSA price* Vol. Range 2	GSA price* Vol. Range 3

*Volume Range 1 – 1 to 250,000 pages

*Volume Range 2 – 250,001 to 500,000 pages

*Volume Range 3 – 500,001 pages and above

			Additional Conversion Services			
518210DC; 541611LIT	Yes	**OCS-0001**	Image Blowback to Paper (see note 10)	$0.053	$0.053	$0.053
518210DC; 541611LIT	Yes	**OCS-0001A**	Image Blowback Reassembly (staples and clips; up to 2 levels)	$0.028	$0.028	$0.028
518210DC; 541611LIT	Yes	**OCS-0002**	Image Endorsement (Text Overlays)	$0.009	$0.009	$0.009
518210DC; 541611LIT	Yes	**OCS-0003**	Image Flagging (see note 11)	$0.038	$0.038	$0.038
518210DC; 541611LIT	Yes	**OCS-0003A**	Second Level Binding Flagging (attachment flagging)	$0.019	$0.019	$0.019
518210DC; 541611LIT	Yes	**OCS-0004**	Image File Format Conversion – except PDF to TIF (per page)	$0.009	$0.009	$0.009
518210DC; 541611LIT	Yes	**OCS-0004A**	Image File Format Conversion - PDF to TIF (per page)	$0.027	$0.027	$0.027
518210DC; 541611LIT	Yes	**OCS-0005**	Image File Format Conversion (setup fee)	$214.09	$214.09	$214.09
518210DC; 541611LIT	Yes	**OCS-0006**	Image Index Database Conversion (per page)	$0.0047	$0.0047	$0.0047
518210DC; 541611LIT	Yes	**OCS-0007**	Image Index Database Conversion (setup fee)	$428.19	$428.19	$428.19
518210DC; 541611LIT	Yes	**OCS-0007A**	Production Sub-setting Fee (per page; minimum $250)	$0.009	$0.009	$0.009
518210DC; 541611LIT	Yes	**OCS-0008**	Database Reference Linking (per page)	$0.029	$0.029	$0.029
518210DC; 541611LIT	Yes	**OCS-0008a**	Database Reference Linking (99% clean, per page)	$0.019	$0.019	$0.019
518210DC; 541611LIT	Yes	**OCS-0010**	Data Deliverable (includes CD-ROM media, per CD)	$14.36	$14.36	$14.36
518210DC; 541611LIT	Yes	**OCS-0010A**	Data Deliverable (includes DVD media, per DVD)	$38.29	$38.29	$38.29
518210DC; 541611LIT	Yes	**OCS-0011**	Large Format B&W Scanning (up to 36" x 48")	$2.37	$2.37	$2.37
518210DC; 541611LIT	Yes	**OCS-0012**	Color Scanning (24 bit, up to 8 1/2" x 14"	$0.72	$0.72	$0.72

* Prices include 0.75% Industrial Funding Fee

Document Conversion Services Pricing Assumptions

1. All prices are per page for a single image format (TIF, PDF Image Only, others)

2. All scanning prices include up to 5 fields coded at the batch level. Batches must average a minimum of 400 pages each, and field entries must be no longer than 60 characters each.

3. Volume thresholds go into effect on the first image of the threshold range, i.e., images 1 to 250,000 are charged at the price listed for that volume, images 250,001 and up are charged at the price listed for that volume.

4. Scan Level Notes

   Scan Level 1 - Assumes first generation photocopies or prints of electronic files, some binder clips or rubber bands (no more than 10 binding elements per box), all letter-sized and single-sided paper, no folders or redwelds, no binder flagging, no post-its, and no color or oversized pages.

   Scan Level 2 - Assumes photocopies in fair condition, an average of up to 10 file redwelds or file folders per box, an average of up to 5 sticky notes per box, with staples, binders clips and rubber banded sections averaging 5 pages or more per section, and no more than 5% of the pages oversized, undersized, two-sided, and permanently bound or otherwise not capable of running through an auto feeder.

   Scan Level 3 - Assumes originals or working set of photocopies, a variety of paper sizes, an average of up to 15 redwelds or file folders per box, an average of up to 10 sticky notes per box, with staples, binders clips and rubber banded sections averaging 3 pages or more per section, and no more than 25% of the pages oversized, undersized, two-sided, and permanently bound or otherwise not capable of running through an auto feeder.

5. No Prep means that the documents are scan ready and do not require the removal or re-application of bindings.

6. Mixed Paper means that the paper is a combination of auto feed paper and paper of different size, orientation, quality, etc. Mixed paper collections should have 95 percent or more of the paper of the same size and capable of running through an auto feed scanner (e.g. not be onion skin or unusually thick paper).

7. OCR means that each page is run through an Optical Character Recognition process that converts the digitized images into ASCII text.

8. A setup fee may be required for projects of less than 50,000 pages.

9. Data preparation for Lexpose processing, if required, will be provided on an hourly rate basis.

10. Printing electronic files (Word documents, spreadsheets, etc.) also requires labor hours for set up and processing these files for printing.

5. FRONTEO Government Services Electronic Discovery Services

SIN#	Yr 2000 Compliant	Manufacturer Model Number	Description	GSA + .75
Electronic Discovery Pre-processing				
541611LIT	yes	ED-0001	**De-Duplicate Only (per GB) -** includes inventory and de-duplication within or across custodians.	$47.856
541611LIT	yes	ED-0002	**Full Pre-Processing (per GB)** - includes inventory, de-duplication within/across custodians, date range culling, one pass key word filtering, removal of not conversion file types (eg, system files)and filtering by file type.	$71.533
Electronic Discovery Staged Data Processing				
541611LIT	yes	ED-0003	**Staged Data Storage (per GB/month) -** generally applied to the entire collection processed.	$14.357
541611LIT	yes	ED-0004	**Additional Filtering (per GB)** - option to apply additional or future search terms to staged data after initial processing.	$43.071
Electronic Discovery Processing for 3rd Party Platforms (Lexpose')				
541611LIT	yes	ED-0005	**Process native files for hosted review (per GB)** - includes extracted full text, metadata, link to native file, database load file for client software.	$266.988
541611LIT	yes	ED-0006	**Convert selected native files to TIFFs (per page)** - option to apply additional or future search terms to staged data after initial processing.	$0.0383
541611LIT	yes	ED-0007	**Fully process native files for hosted review (per GB)** - includes extracted full text, metadata, TIFF images, link to native file, database load file for client software.	$428.188
Electronic Discovery Processing for and Hosting on TLS Caselogistix (CLX) or Relativity Platform				
541611LIT	yes	ED-0008	**Process & Publish Data to TLS Platform (per GB)** - applies only to data remaining after preprocessing (ED-0002, ED-0005 and ED-0007).	$334.490
518210DC 54611LIT	Yes	ED-0008A	**ECA Processing (Venio - per GB)** - includes inventory, de-duplication within/across custodians, date range culling, one pass key word filtering, removal of not conversion file types (e.g., system files)and filtering by file type.	$191.425
541611LIT	Yes	ED-0008B	**Relativity Analytics: Native Files/GB**	$191.425
541611LIT	Yes	ED-0008C	**Relativity Analytics: Non-native Documents** (per document)	$0.016
541611LIT	Yes	ED-0009	**Hosted Data Storage on TLS Platform (per GB/month)**	$19.143
541611LIT	Yes	ED-0009a	**Load 3rd Party Production Data (per GB)**	$48.360
541611LIT	Yes	ED-0010	**User ID Setup**	no charge
541611LIT	Yes	ED-0011	**User ID Monthly Fee (per user ID/month)-** site access	$83.623

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SIN#	Yr 2000 Compliant	Manufacturer Model Number	Description	GSA + .75
Electronic Discovery Training				
611710	Yes	ED-0012	**WebEx Reviewer Level (per session - usually about 1-2hours)**	
			First Session	no charge
			Additional Sessions	$478.563
611710	Yes	ED-0013	**On-site Reviewer Level (per day)** - plus travel and related expenses.	$1,435.688
Electronic Discovery Production				
541611LIT	Yes	ED-0014	**Convert selected native files to TIFFs (per page)** - option to apply additional or future search terms to staged data after initial processing.	$0.038
541611LIT	Yes	ED-0014a	**Produce existing TIFF images (per image)**	$0.010
541611LIT	Yes	ED-0014b	**Native production (per file)**	$0.343
541611LIT	yes	ED-0014c	**Additional delivery format (per deliverable)**	$334.490
Electronic Discovery Media				
541611LIT	yes	OCS-0010	**CD-ROM (each)**	$14.36
541611LIT	yes	OCS-0011	**DVD (each)**	$38.29
541611LIT	yes	ED-0015	**Hard Drive (per 250 GB drive)**	$141.05
541611LIT	yes	ED-0016a	**FTP Transfer (per GB)**	n/c
Electronic Discovery Other Support				
541611LIT	yes	OCS-0017	**Technical Labor Services (per hour)**	$167.497

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6.   FRONTEO Government Services Electronic Discovery Software (Relativity - SIN 51-508)

RELATIVITY WITH UNLIMITED RELATIVITY ANALYTICS^ - ANNUAL LICENSE/CONCURRENT USERS INCLUDING PROCESSING* & DATA GRID** (Support Included)			
SIN	**FRONTEO Part Number**	**Description**	**GSA Price (includes IFF)**
541611LIT	25CU/1P/1DG (25 Users)	Annual	146,782.68
541611LIT	10CU_25 (Add 10 Users, 25 Existing)	Annual	58,713.07
541611LIT	50CU/1P12DG (50 Users)	Annual	241,069.56
541611LIT	10CU_50 (Add 10 Users, 50 Existing)	Annual	48,213.91
541611LIT	100CU/3P/3DG (100 Users)	Annual	385,368.75
541611LIT	10CU_100 (Add 10 Users, 100 Existing)	Annual	38,538.88
541611LIT	200CU/6P/6DG (200 Users)	Annual	722,780.50
541611LIT	10CU_200 (Add 10 Users, 200 Existing)	Annual	36,139.03
541611LIT	300CU/9P/9DG (300 Users)	Annual	1,030,219.13
541611LIT	10CU_300 (add 10 users, 300 Existing)	Annual	34,340.64
541611LIT	400CU/12P/12DG (400 Users)	Annual	1,288,673.10
541611LIT	10CU_400 (Add 10 Users, 400 Existing)	Annual	32,216.83
541611LIT	500CU/15P/15DG (500 Users)	Annual	1,415,587.88
541611LIT	10CU_500 (Add 10 Users, 500 Existing)	Annual	28,311.76

See following notes to Relativity Pricing

SIN	FRONTEO Part Number	Description	GSA Price (includes IFF)
541611LIT	25C/1P/2DG (25 User)	One Time	$407,729.65
541611LIT	Maint 25C (Annual Support)***	Beginning in Year 2	81,545.93
541611LIT	10C 25 (Add 10 Users, 25 Existing)	One Time	163,091.85
541611LIT	Maint 10C 25 (Annual Support)	Beginning in Year 2	32,618.38
541611LIT	50C/1P/2DG (50 User)	One Time	669,637.67
541611LIT	Maint 50C (Annual Support)	Beginning in Year 2	133,927.54
541611LIT	10C 50 (Add 10 Users, 50 Existing)	One Time	133,927.54
541611LIT	Maint 10C 50 (Annual Support)	Beginning in Year 2	26,785.51
541611LIT	100C/3P/3DG (100 Users)	One Time	1,070,468.75
541611LIT	Maint 100C (Annual Support)	Beginning in Year 2	214,093.75
541611LIT	10C 100 (add 10 users, 100 Existing)	One Time	107,06.88
541611LIT	Maint 10C 100 (Annual Support)	Beginning in Year 2	21,409.38
541611LIT	200C/6P/6DG (200 Users)	One Time	2,007,723.60
541611LIT	Maint 200C (Annual Support)	Beginning in Year 2	401,544.73
541611LIT	10C 200 (Add 10 Users, 200 Existing)	One Time	100,386.18
541611LIT	Maint 10C 200 (Annual Support)	Beginning in Year 2	20,077.23
541611LIT	300C/9P/9DG (300 Users)	One Time	2,861,719.80
541611LIT	Maint 300C (Annual Support)	Beginning in Year 2	572,343.95
541611LIT	10C 300 (add 10 Users, 300 Existing)	One Time	95,390.66
541611LIT	Maint 10C 300 (Annual Support)	Beginning in Year 2	19,078.13
541611LIT	400C/12P/12DG (400 Users)	One Time	3,579,647.50
541611LIT	Maint 400C (Annual Support)	Beginning in Year 2	715,929.50
541611LIT	10C 400 (Add 10 Users, 400 Existing)	One Time	89,491.19
541611LIT	Maint 10C 400 (Annual Support)	Beginning in Year 2	17,898.24
541611LIT	500C/15P/15DG (500 Users)	One Time	3,932,188.50
541611LIT	Maint 500C (Annual Support)	Beginning in Year 2	786,437.70
541611LIT	10C 500 (Add 10 Users, 500 Existing)	One Time	78,643.77
541611LIT	Maint 10C 500 (Annual Support)	Beginning in Year 2	15,728.76

RELATIVITY WITH UNLIMITED RELATIVITY ANALYTICS^ - PERPETUAL LICENSE/CONCURRENT USERS INCLUDING PROCESSING* & DATA GRID**

See following notes to Relativity Pricing

RELATIVITY ADD-ON APPLICATIONS			
SIN	**FRONTEO Part Number**	**Description**	**GSA Price (includes IFF)**
541611LIT	Legal Hold+, 1,500 Holds	Annual	6,851.00
541611LIT	Legal Hold, Unlimited	Annual	12,845.63
541611LIT	I(Co) Instance	Annual	17,127.50
541611LIT	I-5 Instances	5 Pack	74,932.81
541611LIT	I-10 Instances	10 Pack	128,456.25
541611LIT	I-20 Instances	20 Pack	256,912.50
541611LIT	Processing Worker Increase (2-9 Workers)	Annual, 2-9 Existing	19,268.44
541611LIT	Processing Worker Increase (10-19 Workers)	Annual, 10-19 Existing	17,127.50
541611LIT	Processing Worker Increase (20-29 Workers)	Annual, 20-29 Existing	14,986.56
541611LIT	Processing Worker Increase (30-39 Workers)	Annual, 30-39 Existing	12,845.63
541611LIT	Processing Worker Increase (40-49 Workers)	Annual, 40-49 Existing	10,704.69
541611LIT	Processing Worker Increase (50+ Workers)	Annual, 50+ Existing	8,563.75
541611LIT	Temp Processing Worker	1 week	1,284.56
541611LIT	Temp processing Worker	1 month	4,281.88
541611LIT	Temp Processing Worker	3 month	7,279.19
541611LIT	Data Grid Increase	Annual	2,140.94

See following notes to Relativity Pricing

FRONTEO Government Services, Inc.
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Relativity Training Support Services (SIN 541611LIT)

1.   kCura

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	PRICE OFFERED TO GSA (including IFF)
541611LIT	Relativity – Administrative I & II together (Relativity office)	2 days	NA	NA	856.38
541611LIT	Relativity – Infrastructure (Relativity office)	1 day	NA	NA	428.19
541611LIT	Relativity – Analytics (Relativity Office)	1 day	NA	NA	428.19
541611LIT	Relativity – Assisted Review (Relativity Office)	1 day	NA	NA	428.19
541611LIT	Applications (Relativity Office)	1 day	NA	NA	428.19
541611LIT	Initial Roll-Out Training*	5 days	NA	10	8,563.75
541611LIT	Relativity – ½ day Legal Hold Training (Relativity Office)	½ day	NA	NA	$214.09
541611LIT	Relativity – ½ day Processing & ECA (Relativity Office)	½ day	NA	NA	$214.09
541611LIT	Custom Support Services**	Per hour			192.68

Notes to Training pricing

*Initial Roll Out training must be completed within 90 days of the date specified in the End User License Agreement.

**Travel and living expenses will apply, based on travel from Chicago to the customer's site, should the services be provided at customer location.

Notes to Relativity Pricing

**Relativity Data Grid

- **Term.** The license for the Data Grid product will be in effect for thirty-eight (38) months from the date of the purchase order, or until any earlier termination of the purchase order ("Term"). If the license Term is for a period of thirty-eight (38) months, the first two (2) months of the Term are intended to allow the Government client to deploy, test, and learn how to use Data Grid. However, there is no penalty if the Government end user group begins using Data Grid for production purposes during the first two (2) months. When the Term ends or is terminated: (a) the license for Data Grid shall expire and Government client shall immediately discontinue using and accessing the Data Nodes; and (b) kCura and Government client shall work together in good faith to permanently uninstall the Data Nodes.

- **Data Nodes**. Government can configure Data Grid with various types of nodes, including data nodes, master nodes and client nodes. kCura uses the term "Data Node" to mean data nodes only. By default, each node is considered to be a Data Node, unless Licensee turns off the data function. A standard license for Data Grid only authorizes the deployment of two (2) Data Nodes. If a Government client is ever licensing more than one Production Instance of Relativity, the number of licensed Data Nodes will apply in the aggregate across the Production Instances.

- **Standard GB Fee.** The base license fee for Data Grid is the per GB cost above times the number

of GBs of data added to all Data Nodes in a reporting period. Each calendar quarter is a reporting period. Within thirty (30) days after the end of each calendar quarter, Government will manually run a billing script to determine the total amount of data, measured in gigabytes, that has been added to Relativity Data Grid. Then Government will self-report and pay for the number of GBs added to Data Grid in the prior calendar quarter.

- **Extra Data Node Fees.** If Government desires to deploy more than two (2) Data Nodes, Government must pay the Extra Data Node annual fees in the above pricing table. In addition:

  ➢ The Extra Data Nodes will be licensed on the same terms as the initial Data Nodes, and shall be co-terminous with the license for all other Data Nodes that the Government client is then licensing, i.e. the license for the Extra Data Nodes will expire when the license for the existing Data Nodes expires.

  ➢ The annual fee for Extra Data Nodes is due and payable each year in advance on the same date when the Relativity annual fee is due under the applicable PO. If the Government client adds an Extra Data Node other than on the regular due date for the Relativity annual fee, kCura will send an invoice at that time for the Extra Data Node annual fee, prorated to the next Relativity annual fee due date under the applicable PO.

- **General Reporting.** Within a reasonable time after requested periodically: (a) Government shall report in writing the number of Data Nodes deployed and GBs added in relevant time periods, (b) cooperate in providing secure access to kCura's personnel to verify the number of Data Nodes and GBs, and (c) promptly pay any additional Data Grid license fees.

- **Other Information and Terms**
  ➢ Data Grid is a NoSQL data store that helps handle growing case sizes by horizontally distributing long text and audit data across any number of nodes. Data Grid can automatically redistribute data as volumes grow, and Data Grid can display a comprehensive, interactive audit history. The longer term anticipated benefits of using Data Grid include a reduction in SQL Server database sizes and reduced memory requirements. Not all Relativity functions are integrated with Relativity Data Grid at this time, and some functions may require some use of SQL Server indefinitely.

  ➢ Although the Data Grid Documentation will provide more information concerning infrastructure and system requirements, Government acknowledges that Government will promptly need to upgrade at least to Relativity 9.2, and apply all subsequent Patch Releases, in order to use Relativity Data Grid. Once a Government end user group enables a field's access to the Data Grid data store, the Government end user group cannot disable it, so it is important to understand the benefits and limitations of allowing fields to access the Data Grid data store in new workspaces. *Reviewing and understanding all Documentation and training materials is critical.*

  ➢ The Relativity Data Grid data store is powered by Elasticsearch open source technology as its underlying architecture. kCura may include with Relativity Data Grid, or otherwise provide access to, one or more proprietary products created by Elasticsearch, Inc. ("Elasticsearch Proprietary Products"), including products known as Marvel and Shield. kCura reserves the right to discontinue its inclusion, use of, or access to, any or all *Elasticsearch Proprietary Products* at any time. Government may be able to license Elasticsearch Proprietary Products directly from Elasticsearch, Inc. or its successor, and may be able to obtain other open source and proprietary add-on products from other vendors. If Government incurs costs to obtain Elasticsearch Proprietary Products or any other products directly from Elasticsearch or any other vendor, Government will still be required to pay Relativity all Data Grid license fees.

***Maintenance is included during the first year of the agreement. Each year when annual maintenance is due, the Government will have the option to discontinue maintenance and support.

+Relativity Legal Hold is an add-on of new functionality available to/for existing Relativity license holders or as a stand-alone deployment without a Relativity license, and is licensed on an annual basis. The subscription permits up to 1,500 active legal holds at any given time. Project administrators are counted as Concurrent Users of Relativity; however, document custodians who respond to hold notices and questionnaires are not counted as Concurrent Users.

7. FRONTEO Government Services Labor Services & Category Descriptions (SIN 518210DC)

SIN#	Labor Category	10/29/18 to 10/28/19	10/29/19 to 10/28/20	10/29/20 to 10/28/21	10/29/21 to 10/28/22	10/29/22 to 10/28/23
518210DC	Program Manager	$208.62	$212.79	$217.05	$221.39	$225.82
518210DC	Program Director	$155.75	$158.87	$162.05	$165.29	$168.60
518210DC	Project Manager	$119.36	$121.75	$124.19	$126.67	$129.20
518210DC	Coding Supervisor	$69.63	$71.02	$72.44	$73.89	$75.37
518210DC	Team Leader (Sr. Document Alanyst)	$43.31	$44.18	$45.06	$45.96	$46.88
518210DC	Document Analyst (Coder)	$28.72	$29.29	$29.88	$30.48	$31.09
518210DC	Control Coordinator	$43.35	$44.22	$45.10	$46.00	$46.92
518210DC	Coding/Data Entry Database Designer	$124.40	$126.89	$129.43	$132.02	$134.66
518210DC	Scanning Technician	$25.41	$25.92	$26.44	$26.97	$27.51
518210DC	Senior Systems Analyst	$120.49	$122.90	$125.36	$127.87	$130.43
518210DC	Systems Analyst	$96.14	$98.06	$100.02	$102.02	$104.06
518210DC	Senior Programmer	$124.45	$126.94	$129.48	$132.07	$134.71
518210DC	Programmer	$97.63	$99.58	$101.57	$103.60	$105.67
518210DC	Senior LAN Adminstrator	$127.46	$130.01	$132.61	$135.26	$137.97
518210DC	LAN Adminstrator	$94.89	$96.79	$98.73	$100.70	$102.71
518210DC	Application Integration Specialist	$185.75	$189.47	$193.26	$197.13	$201.07
518210DC	Application Integration Consultant	$232.57	$237.22	$241.96	$246.80	$251.74
518210DC	Application Trainer	$170.75	$174.17	$177.65	$181.20	$184.82
518210DC	Senior Staff Consultant	$120.94	$123.36	$125.83	$128.35	$130.92
518210DC	Staff Consultant	$78.21	$79.77	$81.37	$83.00	$84.66
518210DC	Associate Staff Consultant	$57.01	$58.15	$59.31	$60.50	$61.71
518210DC	Environmental Scientist	$115.91	$118.23	$120.59	$123.00	$125.46
518210DC	Web Developer	$115.77	$118.09	$120.45	$122.86	$125.32
518210DC	Web Designer	$109.21	$111.39	$113.62	$115.89	$118.21
518210DC	Database Administrator	$99.27	$101.26	$103.29	$105.36	$107.47
518210DC	Database Analyst	$108.00	$110.16	$112.36	$114.61	$116.90
518210DC	Database Designer	$119.01	$121.39	$123.82	$126.30	$128.83

FRONTEO Government Services Labor Category Descriptions   (SIN 518210DC)

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.
Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.
Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.
Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding Supervisor

Minimum/General Experience -- Three or more years related experience.
Functional Responsibilities -- Manages project team leader(s); monitors daily staff performance; coordinates work flow with Imaging Group; monitors image backlog and maintains work flow; provides coder and quality controller training; interacts with support vendors; reviews work quality; interviews prospective Document Analysts; trains coders on simple design projects; identifies staff for counseling or commendation; drafts proposed "coder alerts"; drafts project specific image control and quality control forms; monitors data entry design changes; reviews data to ensure design and quality conformance; conducts staff meetings to discuss progress and changes; performs quality assurance. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Team Leader (Senior Document Analyst)

Minimum/General Experience -- Two or more years related experience.
Functional Responsibilities -- Manages a staff of up to 15 coders and/or QCers; assists with coder/Qcer training; coordinates identification of data entry design problems; collects and analyzes production rates;

collects and analyzes QC forms; provides quality and production feedback to coders/QCers; maintains statistics on coder/QCer production and quality; identifies coders for QC; supervises quality assurance review; recommends handling criteria for problem documents; performs quality assurance. Supervises a team of Document Analysts performing coding or quality control. Projects include a variety of information and document management projects, as well as litigation support.
<u>Minimum Education</u> -- Bachelor's degree (or equivalent experience).

Document Analyst (Coder)

<u>Minimum/General Experience</u> -- One year of related experience.
<u>Functional Responsibilities</u> -- Codes/QCs documents; maintains daily individual processing statistics; meets quality, attendance and production standards; records batch discrepancies and exceptions; follows coding manual and coder alert instructions; reports problems with documents not matching the coding design; reports equipment or software problems; provides constructive feedback to coders (via Team Leaders). Projects include a variety of information and document management projects, as well as litigation support.
<u>Minimum Education</u> -- High school diploma (or GED).

Control Coordinator

<u>Minimum/General Experience</u> -- One or more years related experience.
<u>Functional Responsibilities</u> -- Monitors image processing status and records images ready for document coding; reviews images prior to coding to identify potential problems; creates image batches for coding and assigns batch control numbers; tracks work backlog and batch processing status; creates backlog and processing reports; creates batch forms and identifies gaps and other document problems on batch forms; monitors batch sign-out and return on processing log; prepares documents for return to client; prints QC Reports and prepares batches for QC; trains and supervises document numbering clerks; coordinates box and image delivery with Imaging Group.
<u>Minimum Education</u> -- Bachelor's degree or equivalent technical training and experience.

Coding/Data Entry Database Designer

<u>Minimum/General Experience</u> -- Eight or more years related experience.
<u>Functional Responsibilities</u> -- Meets with Project Director and Project Manager to discuss data entry and deliverable formats as detailed in the *Document Processing Specifications*; creates data entry screens; designs edit and QC reports; performs ad hoc reports as needed; designs data deliverable format; creates data files for delivery.
<u>Minimum Education</u> -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Scanning Technician

<u>Minimum/General Experience</u> -- One to three or more years related experience.
<u>Functional Responsibilities</u> -- Under direct supervision, conducts document preparation, data entry, scanning and conversion activities applying standard quality assurance and control practices and procedures. Makes use of standard software and hardware, capable of producing quality assurance programs, routines and reports.
<u>Minimum Education</u> -- High School diploma (or GED).

Senior Systems Analyst

<u>Minimum/General Experience</u> -- Six or more years related experience.
<u>Functional Responsibilities</u> -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project

leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.

Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior LAN Administrator

Minimum/General Experience -- Eight or more years related experience.

Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

LAN Administrator

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software.
Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software.
Functional Responsibilities -- Conducts user requirements, system design and implementation of Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) FRONTEO supported applications software, and six or more years related experience.
Functional Responsibilities -- Conducts user training on Relativity, Venio, CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Staff Consultant (Senior Researcher/Attorney)

Minimum/General Experience -- Eight years of experience directly related to the required tasks.
Functional Responsibilities -- This person plans, conducts and supervises assignment. Assignments are varied and require some originality and ingenuity. This individual estimates budgets and schedules work to meet completion dates. This individual directs assistants, reviews progress and evaluates results. This individual makes changes in methods, if necessary. This individual operates with latitude for un-reviewed actions and decisions. This individual assists in the review and examination of work product and may be required to testify regarding their development. This individual, with client approval, coordinates information development and is the primary investigator, responsible for identifying information sources and information acquisition. This person conducts interviews, record collection, legal research, prepares responses to interrogatories, and identifies regulatory requirements.
Minimum Education -- MS/MA or second highest level of certification in the field of expertise being required by the client or BS/BA (or equivalent technical training and experience) with one additional year of experience directly related to the required tasks.

Staff Consultant (Researcher)

Minimum/General Experience -- Four years of experience directly related to the required tasks.
Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual translates technical guidance received from the Team or Project Leader (or equivalent) and applies the information in performance of assignments. For less complex tasks, this individual would work independently. This individual coordinates the activities of the junior personnel. Work assignments are varied and require some originality and ingenuity. This individual, with client approval, is a principal investigator, responsible for identifying information sources and information acquisition. This individual is capable of developing, updating, and maintaining new and/or existing databases related to the work being performed. This individual conducts interviews and record collection.
Minimum Education -- BS/BA or equivalent technical training and experience.

Associate Staff Consultant (Assistant Researcher)

Minimum/General Experience -- Two years of experience directly related to the required tasks.
Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual works under the supervision of a Team Leader or Project Manager (or equivalent). This individual gathers information and performs routine tasks and analyses. This individual works on less complicated and complex assignments where minimum evaluation is required. For specific less complex tasks, this individual works independently. This individual is capable of maintaining existing databases as related to the work being performed. This individual assists with record collection activities.
Minimum Education -- BS/BA or equivalent technical training and experience.

Environmental Scientist

Minimum/General Experience -- Eight years of experience directly related to the required tasks.
Functional Responsibilities -- This individual provides technical support regarding scientific issues pertaining to needs analysis, information acquisition, and database preparation (including GIS and modeling). Assignments are varied and require some originality and ingenuity.
Minimum Education – Masters of Science degree, or equivalent additional experience.

Web Developer

Minimum/General Experience – Two or more years of related experience.
Functional Responsibilities – Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.
Minimum Education – Bachelors degree or equivalent technical training and experience.

Web Designer

Minimum/General Experience – Two or more years of related experience.
Functional Responsibilities – Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.
Minimum Education – Bachelors degree or equivalent technical training and experience.

Database Administrator

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.
Functional Responsibilities – Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.
Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.
Functional Responsibilities – Updates, and maintains databases, including adding database structures and writing stored procedures.
Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

Minimum/General Experience – Eight or more years of related experience.
Functional Responsibilities – Designs, implements, and administers mission-critical client/server databases.
Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

8. FRONTEO Government Services Labor Services & Category Descriptions (SIN 541611LIT)

SIN#	Labor Category	10/29/18 to 10/28/19	10/29/19 to 10/28/20	10/29/20 to 10/28/21	10/29/21 to 10/28/22	10/29/22 to 10/28/23
541611LIT	Program Manager	$208.62	$212.79	$217.05	$221.39	$225.82
541611LIT	Program Director	$155.75	$158.87	$162.05	$165.29	$168.60
541611LIT	Project Manager	$119.36	$121.75	$124.19	$126.67	$129.20
541611LIT	Coding Supervisor	$69.63	$71.02	$72.44	$73.89	$75.37
541611LIT	Team Leader (Sr. Document Alanyst)	$43.31	$44.18	$45.06	$45.96	$46.88
541611LIT	Document Analyst (Coder)	$28.72	$29.29	$29.88	$30.48	$31.09
541611LIT	Control Coordinator	$43.35	$44.22	$45.10	$46.00	$46.92
541611LIT	Coding/Data Entry Database Designer	$124.40	$126.89	$129.43	$132.02	$134.66
541611LIT	Scanning Technician	$25.41	$25.92	$26.44	$26.97	$27.51
541611LIT	Senior Systems Analyst	$120.49	$122.90	$125.36	$127.87	$130.43
541611LIT	Systems Analyst	$96.14	$98.06	$100.02	$102.02	$104.06
541611LIT	Senior Programmer	$124.45	$126.94	$129.48	$132.07	$134.71
541611LIT	Programmer	$97.63	$99.58	$101.57	$103.60	$105.67
541611LIT	Senior LAN Adminstrator	$127.46	$130.01	$132.61	$135.26	$137.97
541611LIT	LAN Adminstrator	$94.89	$96.79	$98.73	$100.70	$102.71
541611LIT	Application Integration Specialist	$185.75	$189.47	$193.26	$197.13	$201.07
541611LIT	Application Integration Consultant	$232.57	$237.22	$241.96	$246.80	$251.74
541611LIT	Application Trainer	$170.75	$174.17	$177.65	$181.20	$184.82
541611LIT	Senior Staff Consultant	$120.94	$123.36	$125.83	$128.35	$130.92
541611LIT	Staff Consultant	$78.21	$79.77	$81.37	$83.00	$84.66
541611LIT	Associate Staff Consultant	$57.01	$58.15	$59.31	$60.50	$61.71
541611LIT	Environmental Scientist	$115.91	$118.23	$120.59	$123.00	$125.46
541611LIT	Web Developer	$115.77	$118.09	$120.45	$122.86	$125.32
541611LIT	Web Designer	$109.21	$111.39	$113.62	$115.89	$118.21
541611LIT	Database Administrator	$99.27	$101.26	$103.29	$105.36	$107.47
541611LIT	Database Analyst	$108.00	$110.16	$112.36	$114.61	$116.90
541611LIT	Database Designer	$119.01	$121.39	$123.82	$126.30	$128.83

FRONTEO Government Services Labor Category Descriptions   SIN (541611LIT)

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.
Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.
Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.
Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding Supervisor

Minimum/General Experience -- Three or more years related experience.
Functional Responsibilities -- Manages project team leader(s); monitors daily staff performance; coordinates work flow with Imaging Group; monitors image backlog and maintains work flow; provides coder and quality controller training; interacts with support vendors; reviews work quality; interviews prospective Document Analysts; trains coders on simple design projects; identifies staff for counseling or commendation; drafts proposed "coder alerts"; drafts project specific image control and quality control forms; monitors data entry design changes; reviews data to ensure design and quality conformance; conducts staff meetings to discuss progress and changes; performs quality assurance. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Team Leader (Senior Document Analyst)

Minimum/General Experience -- Two or more years related experience.
Functional Responsibilities -- Manages a staff of up to 15 coders and/or QCers; assists with coder/Qcer training; coordinates identification of data entry design problems; collects and analyzes production rates;

collects and analyzes QC forms; provides quality and production feedback to coders/QCers; maintains statistics on coder/QCer production and quality; identifies coders for QC; supervises quality assurance review; recommends handling criteria for problem documents; performs quality assurance. Supervises a team of Document Analysts performing coding or quality control. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree (or equivalent experience).

Document Analyst (Coder)

Minimum/General Experience -- One year of related experience.
Functional Responsibilities -- Codes/QCs documents; maintains daily individual processing statistics; meets quality, attendance and production standards; records batch discrepancies and exceptions; follows coding manual and coder alert instructions; reports problems with documents not matching the coding design; reports equipment or software problems; provides constructive feedback to coders (via Team Leaders). Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- High school diploma (or GED).

Control Coordinator

Minimum/General Experience -- One or more years related experience.
Functional Responsibilities -- Monitors image processing status and records images ready for document coding; reviews images prior to coding to identify potential problems; creates image batches for coding and assigns batch control numbers; tracks work backlog and batch processing status; creates backlog and processing reports; creates batch forms and identifies gaps and other document problems on batch forms; monitors batch sign-out and return on processing log; prepares documents for return to client; prints QC Reports and prepares batches for QC; trains and supervises document numbering clerks; coordinates box and image delivery with Imaging Group.
Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Coding/Data Entry Database Designer

Minimum/General Experience -- Eight or more years related experience.
Functional Responsibilities -- Meets with Project Director and Project Manager to discuss data entry and deliverable formats as detailed in the *Document Processing Specifications*; creates data entry screens; designs edit and QC reports; performs ad hoc reports as needed; designs data deliverable format; creates data files for delivery.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Scanning Technician

Minimum/General Experience -- One to three or more years related experience.
Functional Responsibilities -- Under direct supervision, conducts document preparation, data entry, scanning and conversion activities applying standard quality assurance and control practices and procedures. Makes use of standard software and hardware, capable of producing quality assurance programs, routines and reports.
Minimum Education -- High School diploma (or GED).

Senior Systems Analyst

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project

leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.
Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.
Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.
Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior LAN Administrator

Minimum/General Experience -- Eight or more years related experience.
Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

LAN Administrator

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software.
Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software.
Functional Responsibilities -- Conducts user requirements, system design and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) FRONTEO supported applications software, and six or more years related experience.
Functional Responsibilities -- Conducts user training on CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Staff Consultant (Senior Researcher/Attorney)

Minimum/General Experience -- Eight years of experience directly related to the required tasks.
Functional Responsibilities -- This person plans, conducts and supervises assignment. Assignments are varied and require some originality and ingenuity. This individual estimates budgets and schedules work to meet completion dates. This individual directs assistants, reviews progress and evaluates results. This individual makes changes in methods, if necessary. This individual operates with latitude for un-reviewed actions and decisions. This individual assists in the review and examination of work product and may be required to testify regarding their development. This individual, with client approval, coordinates information development and is the primary investigator, responsible for identifying information sources and information acquisition. This person conducts interviews, record collection, legal research, prepares responses to interrogatories, and identifies regulatory requirements.
Minimum Education -- MS/MA or second highest level of certification in the field of expertise being required by the client or BS/BA (or equivalent technical training and experience) with one additional year of experience directly related to the required tasks.

Staff Consultant (Researcher)

Minimum/General Experience -- Four years of experience directly related to the required tasks.
Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual translates technical guidance received from the Team or Project Leader (or equivalent) and applies the information in performance of assignments. For less complex tasks, this individual would work independently. This individual coordinates the activities of the junior personnel. Work assignments are varied and require some originality and ingenuity. This individual, with client approval, is a principal investigator, responsible for identifying information sources and information acquisition. This individual is capable of developing, updating, and maintaining new and/or existing databases related to the work being performed. This individual conducts interviews and record collection.
Minimum Education -- BS/BA or equivalent technical training and experience.

Associate Staff Consultant (Assistant Researcher)

Minimum/General Experience -- Two years of experience directly related to the required tasks.
Functional Responsibilities -- This individual carries out assignments associated with projects that are related to the client scope of work. This individual works under the supervision of a Team Leader or Project Manager (or equivalent). This individual gathers information and performs routine tasks and analyses. This individual works on less complicated and complex assignments where minimum evaluation is required. For specific less complex tasks, this individual works independently. This individual is capable of maintaining existing databases as related to the work being performed. This individual assists with record collection activities.
Minimum Education -- BS/BA or equivalent technical training and experience.

Environmental Scientist

Minimum/General Experience -- Eight years of experience directly related to the required tasks.
Functional Responsibilities -- This individual provides technical support regarding scientific issues pertaining to needs analysis, information acquisition, and database preparation (including GIS and modeling). Assignments are varied and require some originality and ingenuity.
Minimum Education – Masters of Science degree, or equivalent additional experience.

Web Developer

Minimum/General Experience – Two or more years of related experience.

Functional Responsibilities – Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.
Minimum Education – Bachelors degree or equivalent technical training and experience.

Web Designer

Minimum/General Experience – Two or more years of related experience.
Functional Responsibilities – Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.
Minimum Education – Bachelors degree or equivalent technical training and experience.

Database Administrator

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.
Functional Responsibilities – Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.
Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

Minimum/General Experience – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.
Functional Responsibilities – Updates, and maintains databases, including adding database structures and writing stored procedures.
Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

Minimum/General Experience – Eight or more years of related experience.
Functional Responsibilities – Designs, implements, and administers mission-critical client/server databases.
Minimum Education – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

B. Network Connectivity Services (SIN 561499N)

FRONTEO Government Services Labor Services & Category Descriptions (SIN 561499N)

SIN#	Labor Category	10/29/18 to 10/28/19	10/29/19 to 10/28/20	10/29/20 to 10/28/21	10/29/21 to 10/28/22	10/29/22 to 10/28/23
	Program Manager	$208.62	$212.79	$217.05	$221.39	$225.82
561499N	Program Director	$155.75	$158.87	$162.05	$165.29	$168.60
561499N	Project Manager	$119.36	$121.75	$124.19	$126.67	$129.20
561499N	Coding Supervisor	$69.63	$71.02	$72.44	$73.89	$75.37
561499N	Team Leader (Sr. Document Alanyst)	$43.31	$44.18	$45.06	$45.96	$46.88
561499N	Document Analyst (Coder)	$28.72	$29.29	$29.88	$30.48	$31.09
561499N	Control Coordinator	$43.35	$44.22	$45.10	$46.00	$46.92
561499N	Coding/Data Entry Database Designer	$124.40	$126.89	$129.43	$132.02	$134.66
561499N	Scanning Technician	$25.41	$25.92	$26.44	$26.97	$27.51
561499N	Senior Systems Analyst	$120.49	$122.90	$125.36	$127.87	$130.43
561499N	Systems Analyst	$96.14	$98.06	$100.02	$102.02	$104.06
561499N	Senior Programmer	$124.45	$126.94	$129.48	$132.07	$134.71
561499N	Programmer	$97.63	$99.58	$101.57	$103.60	$105.67
561499N	Senior LAN Adminstrator	$127.46	$130.01	$132.61	$135.26	$137.97
561499N	LAN Adminstrator	$94.89	$96.79	$98.73	$100.70	$102.71
561499N	Application Integration Specialist	$185.75	$189.47	$193.26	$197.13	$201.07
561499N	Application Integration Consultant	$232.57	$237.22	$241.96	$246.80	$251.74
561499N	Application Trainer	$170.75	$174.17	$177.65	$181.20	$184.82
561499N	Senior Staff Consultant	$120.94	$123.36	$125.83	$128.35	$130.92
561499N	Staff Consultant	$78.21	$79.77	$81.37	$83.00	$84.66
561499N	Associate Staff Consultant	$57.01	$58.15	$59.31	$60.50	$61.71
561499N	Environmental Scientist	$115.91	$118.23	$120.59	$123.00	$125.46
561499N	Web Developer	$115.77	$118.09	$120.45	$122.86	$125.32
561499N	Web Designer	$109.21	$111.39	$113.62	$115.89	$118.21
561499N	Database Administrator	$99.27	$101.26	$103.29	$105.36	$107.47
561499N	Database Analyst	$108.00	$110.16	$112.36	$114.61	$116.90
561499N	Database Designer	$119.01	$121.39	$123.82	$126.30	$128.83

FRONTEO Government Services Labor Category Descriptions   (SIN561499N)

Program Manager

Minimum/General Experience – Ten years of related experience and eight years of management experience.
Functional Responsibilities -- Manages the overall contract with the GSA and client Agencies. Manages the delivery order process, reporting requirements and contract specific requirements for a variety of information and document management projects, including litigation support. Consults with COTR and other government personnel to minimize costs and maximize efficiency in achieving stated requirements.
Minimum Education -- Masters degree or equivalent additional experience.

Project Director (DPC Manager)

Minimum/General Experience -- Ten years of related experience.
Functional Responsibilities -- Counsels client in matters of cost, design and control; attends design meeting; drafts *Coding Manual* and *Document Processing Specification* for client approval; determines imaging, OCR and coded data workflow requirements; determines scheduling and staffing requirements; monitors various projects status; reviews work product and deliverables; supervises Project Manager. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent additional experience.

Project Manager

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Creates project timeline to meet schedule; generates project status reports; allocates staffing needed to meet deadlines; tracks project progress; drafts project work flow and control documentation; evaluates the performance of staff; attends project meetings with client; determines supplies, space and resource requirements; recommends project staff configuration; samples work quality and evaluates QA reviews; performs counseling or provides commendations as needed; reviews pilot and final work product prior to client delivery; acts as client liaison on production and project status issues; checks for conflict and ensures confidentiality of work product; communicates with programming staff regarding project requirements and scheduling; conducts supervisory and production staff meetings; supervises Coding Supervisor and Control Coordinator. Projects include a variety of information and document management projects, as well as litigation support.
Minimum Education -- Bachelor's degree or equivalent technical training and experience.

Senior Systems Analyst

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Conducts user requirements, system design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Performs systems integration, design and implementation of applications which are administrative or business-oriented in nature. Develops and formulates solutions to a wide range of business, product, or technical problems using specialized expertise and/or project leadership and interpersonal communication skills. Directs others in problems resolution, fact finding, evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Systems Analyst

Minimum/General Experience -- Four to five or more years related experience.
Functional Responsibilities -- Under general supervision, assists in the design and implementation of applications which are administrative or business-oriented in nature. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system test functions. Problem resolution, fact finding, conducting evaluations based on data analysis, develop formal presentations, and documentation to ensure timely completion of the project.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior Programmer

Minimum/General Experience -- Eight or more years related experience.
Functional Responsibilities -- Manages and/or devises routines in new or modifications to complex computer programs. Oversees development of program specifications, test plans and program logic flow charts from user requirements. Directs development of coding, testing, debugging, modification and installation.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Programmer

Minimum/General Experience -- Four to five or more years related experience.
Functional Responsibilities -- Under general supervision, devise routines to modify complex computer programs, test plans, and program logic flow charts from user requirements. Codes, tests, debugs, modifies and installs maintenance or new operating programs and procedures in coordination with computer operations and users. Participates in system test functions.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Senior LAN Administrator

Minimum/General Experience -- Eight or more years related experience.
Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

LAN Administrator

Minimum/General Experience -- Six or more years related experience.
Functional Responsibilities -- Perform system maintenance on the Local Area Network (LAN). Responsibilities include design, install, and maintenance of the LAN system. Provide technical support for the LAN-related ADP equipment and software, including study and analysis of various alternatives, as well as testing and demonstration of equipment and software. Provide technical assistance in the planning, testing, and integration of new LAN equipment.
Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, or equivalent technical training and experience.

Application Integration Specialist

Minimum/General Experience -- Four to five or more years related experience including experience with CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software.

Functional Responsibilities -- Under general supervision, assists in the design configuration and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software. Assists in the development and formulation of solutions to a wide range of business, product, or technical problems using general experience. Develops specifications, test plans, and program logic flow charts from user requirements. Participates in system testing, problem solving, fact finding, conducting evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Integration Consultant

Minimum/General Experience -- Six or more years related experience, including experience involving installation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported software.

Functional Responsibilities -- Conducts user requirements, system design and implementation of CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported application software. Develops and formulates software configuration designs using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of specific technical programs or projects. Representative responsibilities include project management, systems integration, design and implementation (application configuration and integration) of these supported applications, associated database (e.g., Sybase SQL, MS SQL, Oracle, etc.) and network hardware/software implementation (e.g., including hardware and network integration) as required. Performs, and directs others in, problem solving, fact finding, evaluations based on data analysis, and developing documentation to ensure timely completion of the project.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Application Trainer

Minimum/General Experience -- Technical training and experience with CaseLogistix, Content Analyst, Equivio, Concordance, Concordance and Summation, (and similar) FRONTEO supported applications software, and six or more years related experience.

Functional Responsibilities -- Conducts user training on CaseLogistix, Content Analyst, Equivio, Concordance and Summation, (and similar) FRONTEO supported application software. Develops and formulates training approach and associated training materials, using specialized expertise and/or project leadership and interpersonal communication skills. Able to work independently on all phases of training.

Minimum Education -- Bachelor's degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Web Developer

Minimum/General Experience – Two or more years of related experience.

Functional Responsibilities – Works closely with programmers and Web Designer to design and script highly interactive web interfaces; creates and uses code libraries; ensures cross-browser support and code for efficient use of bandwidth. Also responsible for creating technical methodologies for engineering solutions to Web-based development issues.

Minimum Education – Bachelors degree or equivalent technical training and experience.

Web Designer

<u>Minimum/General Experience</u> – Two or more years of related experience.
<u>Functional Responsibilities</u> – Conceives, designs and refines creative assets for web sites and banners. Creates world-class designs that align with business requirements and brand identity.
<u>Minimum Education</u> – Bachelors degree or equivalent technical training and experience.

Database Administrator

<u>Minimum/General Experience</u> – Four years of experience with specific expertise in one or more of the following: relational and object-oriented applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.
<u>Functional Responsibilities</u> – Responsible for designing logical and physical databases; establishing physical database parameters; coding database descriptions and specifying identifiers of database to database management system; specifying user access level for each segment of one or more data items; testing and correcting errors; and entering code to create production database.
<u>Minimum Education</u> – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Analyst

<u>Minimum/General Experience</u> – Four years of experience with specific expertise in one or more of the following: relational or N-tier applications including Oracle, FoxPro, MS Access, Sybase, and MS SQL server.
<u>Functional Responsibilities</u> – Updates, and maintains databases, including adding database structures and writing stored procedures.
<u>Minimum Education</u> – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.

Database Designer

<u>Minimum/General Experience</u> – Eight or more years of related experience.
<u>Functional Responsibilities</u> – Designs, implements, and administers mission-critical client/server databases.
<u>Minimum Education</u> – Bachelors degree in Computer Science, Engineering, Math, Business, or equivalent technical training and experience.